

## **SAMPLE**

### **TEMPLATE LETTER: THESSALON PUBLIC SCHOOL CAPITAL PROJECT**

Honourable Paul Calandra  
Constituency Office  
Suite 400  
37 Sandiford Dr.  
Stouffville, ON L4A 3Z2

[paul.calandra@pc.ola.org](mailto:paul.calandra@pc.ola.org)

**[INSERT DATE]**

RE: Thessalon Public School Capital Project Priority

Dear: Minister Paul Calandra,

Please consider this letter in your thorough review of the Thessalon Public School Capital Project and its immediate prioritization. When reviewing capital fund allocation for Ontario Public Schools, please consider Northern Ontario and specifically the Town of Thessalon as there is a great need for the construction of a new, safe, accessible, and inclusive public school to serve the children of Thessalon, Thessalon First Nation, and surrounding communities.

**[Insert your testimonial and concerns here]**

Thank you for your time reviewing this testimonial, my concerns and feedback regarding the Thessalon Public School Capital Project. I trust it will receive thorough review and consideration and am hopeful for a positive outcome for the students and staff of Thessalon Public School.

Sincerely,

**Sign Here**

**[Type your name below]**

CC:

Honourable, Doug Ford, Premier

Honourable, Raymond Sung Joon Cho, Minister for Seniors and Accessibility

Carol Hughes, MP

Bill Rosenberg, MPP

Lucia Reece, Algoma District School Board, Director of Education

Joe Santa Maria, Algoma District School Board, Associate Director of Corporate Services and Operations

Jennifer Sarlo, Algoma District School Board, Chair

Heather Whitley, Algoma District School Board, Central Algoma Trustee

**Contact list – NOT TO BE INCLUDED IN YOUR LETTER**

**"CC" (Carbon Copy)** means that a copy of this letter is being sent to additional individuals for their information. These individuals are included in the conversation but are not the primary recipients of the message. Their names will be listed at the bottom of the letter, in the CC section. Their email address and mailing addresses are listed below for your convenience.

**Honourable, Doug Ford, Premier - [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)**

**Honourable Doug Ford**

**Premier**

**Constituency office**

Unit 110

964 Albion Rd.

Etobicoke, ON M9V 1A7

**Honourable, Raymond Sung Joon Cho, Minister for Seniors and Accessibility -**

**[raymond.cho@pc.ola.org](mailto:raymond.cho@pc.ola.org)**

**Honourable Raymond Sung Joon Cho**

**Minister for Seniors and Accessibility**

**Constituency office**

Unit B

4559 Sheppard Ave. E

Toronto, ON M1S 1V3

**Tel.:** 416-297-5040

**Carol Hughes, MP - [carol.hughes@parl.gc.ca](mailto:carol.hughes@parl.gc.ca)**

**Carol Hughes, MP**

Constituency

Main office - Elliot Lake

289-A Hillside Drive South

Elliot Lake, Ontario

P5A 1N7

\*Please note, if sending after Federal Election on Monday April 28, 2025; the MP contact may need to be updated.

**Bill Rosenberg, MPP** - [wmr@pc.ola.org](mailto:wmr@pc.ola.org) : [bill.rosenberg@pc.ola.org](mailto:bill.rosenberg@pc.ola.org)

**Bill Rosenberg, MP**

Constituency Office

14 George Walk

Elliot Lake, ON P5A 2A4

**Constituency Office**

169 Main Street

Box # 429

Thessalon, ON

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**Algoma District School Board**

Jennifer Sarlo, Algoma District School Board, Chair - [sarloj@trustee.adsb.ca](mailto:sarloj@trustee.adsb.ca)

Lucia Reece, Algoma District School Board, Director of Education - [acetil@adsb.on.ca](mailto:acetil@adsb.on.ca)

Joe Santa Maria, Algoma District School Board, Associate Director of Corporate Services and Operations - [acetil@adsb.on.ca](mailto:acetil@adsb.on.ca)

Heather Whitley, Algoma District School Board, Central Algoma Trustee - [whitleyh@trustee.adsb.ca](mailto:whitleyh@trustee.adsb.ca)

\*If mailing to the above Algoma District School Board representatives they can be mailed to:

Example: Jennifer Sarlo  
c/o Algoma District School Board  
644 Albert St E  
Sault Ste. Marie, ON P  
6A 2K7